



South Coast Air Quality Management District

Engineering & Compliance

*Policies &
Procedures*

SOUTH COAST AIR QUALITY MANAGEMENT DISTRICT

MEMORANDUM

DATE: October 22, 1985
TO: All Engineers
FROM: Sanford M. Weiss, Director of Engineering /s/ SMW
SUBJECT: Procedure for Public Notice

When processing applications which require a public notice as specified in Rule 1310(b), the following procedure should be followed upon recommendation for approval. Note that all Rule 1304 exemptions except for emergency electrical generation equipment and air pollution control equipment require public notice, in addition to banking and contemporaneous offsets. See attached public notice form for examples.

1. Draft public notice using the attached public notice form.
2. Submit application with written evaluation and draft public notice to unit supervisor, including two copies of both the calculations and the evaluation for CARB and EPA
3. Supervisor agrees with recommendation - forward application to manager.
4. Manager agrees with recommendation - forward to Director.
5. Director approves - Director's secretary does the following:
 - a) types public notice from draft
 - b) types a cover letter (sample attached)
 - c) sends copies of evaluation and calculations to CARB and EPA
6. Application is held in Director's secretary's office for 30 days.
7. When the public notice period is up, Director's secretary holds application 5 additional working days to make sure there are no late comments, then forwards to unit supervisor.
8. If necessary, unit supervisor returns application to processing engineer to respond to public comments.
9. Unit supervisor makes a final review and forwards to manager, Director, then data entry for the normal handling of an application recommended for permit to construct or permit to operate.

SMK

Format for:

PUBLIC NOTICE

In accordance with Rule 1310 of the Rules and Regulations of the South Coast Air Quality Management District, notice is hereby given that it is proposed to grant a (permit to construct /permit to operate / certificate of title for emission reduction credit) (for a /from the) (type of equipment proposed, or for banking - the type of equipment which caused the emission reduction) to (company name) located at (equipment address). (Give type of contaminant(s) and calculated emission amounts from the permit unit or reduction to be banked.) (If contemporaneously offset, give the company name and location where the reduction was made and the transferred emission amount.) (If banking: The use of this ERC is subject to the provisions of Rule 1309(d).)

In accordance with Rule 1310, documents pertinent to this source and the South Coast Air Quality Management District's analysis of emissions are available for public inspection at the South Coast Air Quality Management District, 9150 Flair Drive, El Monte, California 91731. Any interested person may view said application and submit written data, views comments, and suggestions by (date).

Sanford M. Weiss
Director of Engineering
(818) 572-6431

(date)

PUBLIC NOTICE

In accordance with Rule 1310 of the Rules and Regulations of the South Coast Air Quality Management District, notice is hereby given that it is proposed to grant a

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Sanford M. Weiss
Director of Engineering
(818) 572-6431

(date)

SMK:9-25-85



South Coast
AIR QUALITY MANAGEMENT DISTRICT
9150 FLAIR DRIVE, EL MONTE, CA 91731 (213) 572-6200

June 21, 1984

California Newspaper
Service Bureau, Inc.
P.O. Box 31
Los Angeles, CA 90053

Attention: Mr. Bruce Parker

Gentlemen:

Please publish the attached public notice once, and as soon as possible, in a daily newspaper, in the vicinity of *3113 E. 26th Street, Vernon, CA 90023.

Please mail proof of the publication, two copies of the notice as published, and the invoice to the South Coast Air Quality Management District, 9150 Flair Drive, El Monte, CA 91731.

Very truly yours,

/s/ Sanford M. Weiss

Sanford M. Weiss
Director of Engineering
(818) 572-6431

RCM:tc
Attachment

EXAMPLE

*This address should be the same as referenced in Public Notice

PUBLIC NOTICE

In accordance with Rule 1310 of the Rules and regulations of the South Coast Air Quality Management District, notice is hereby given that it is proposed to grant a permit to operate a landfill gas gathering and flaring system to Valley Reclamation Company, located at 7245 Laurel Canyon Boulevard, Sun Valley, California 91352. This system is utilized to collect and incinerate the gases from Hewitt Landfill for migration control. Operation of this system results in an emission increase of 212 lbs/day of NO_x.

In accordance with Rule 1310, documents pertinent this source and the South Coast Air Quality Management District's analysis of the effects of emissions on air quality are available for public inspection at the South Coast Air Quality Management District, 9150 Flair Drive, El Monte, California 91731. Any interested person may view said application and submit written data, views, comments and suggestions by *date*.

Sanford M. Weiss
Director of Engineering
Headquarters
(213) 572-6431

date

EXAMPLE #1

PUBLIC NOTICE

In accordance with Rule 1310 of the Rules and Regulations of the South Coast Air Quality Management District, notice is hereby given that it is proposed to grant a certificate of title for emission reduction credit to the Sherwin-Williams Company, located at 3113 E. 26th Street, Vernon, CA 90023. Equipment comprising a pigment grinding section, a high speed disperser, the thin down tanks and filing operations, and miscellaneous storage tanks were taken out of service, which resulted in a total decrease of 215 lbs. per day of reactive organic compound emissions on the basis of the equipment's operation for the two years prior to its shutdown. The use of this ERC is subject to the provisions of Rule 1309(d).

In accordance with Rule 1310, documents pertinent to this source and the South Coast Air Quality Management District's analysis of emissions are available for public inspection at the South Coast Air Quality Management District, 9150 Flair Drive, El Monte, California 91731. Any interested person may view said applications and submit written data, views, comments, and suggestions by July 29, 1984.

Sanford M. Weiss
Director of Engineering
(818) 572-6431

June 21, 1984

EXAMPLE #2